Long Island Sound Study Public Participation Information and Education Small Grants Program

Frequently Asked Questions

General Questions and Helpful Websites:

Q: Does the Long Island Sound Study have a website?
A: Yes, it can be found at www.epa.gov/region01/eco/lis

Q: Are there any other websites I should visit for additional information?
A: Yes, some useful websites are:
The National Estuary Program - www.epa.gov/owow/estuaries/nep.htm
National Estuaries Day - www.estuaries.gov
Restore America's Estuaries - www.estuaries.org
The New York Sea Grant - www.nyseagrant.org
Quality Assurance Project Plans - www.epa.gov/volunteer/qappcovr.htm
Association of National Estuary Programs - www.anep-usa.org

Q: Are the forms available on the website?
A: Yes, they are and you can fill them out and print them from Acrobat Reader.

Q: Will someone from the Long Island Sound Study read through our proposal and point out any problems with it?
A: We are happy to advise you on ideas for potential partners, etc. for your project. However, staff will not read or provide specific comment on draft proposals.
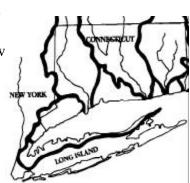
Focus of Grant Questions:

Q: Does the project need to relate to Long Island Sound?
A: Yes, the project must relate to Long Island Sound, its watersheds, tributaries or resources.

Q: Does the project need to take place on Long Island Sound?
A: The project must take place within the Connecticut and New York watersheds of Long Island Sound.

Q: Does the size of the target audience have any bearing?
A: It depends on the nature of the project. If it's small but a critical target audience for that geographic region and the project will address a management plan priority effectively, that's a strong proposal.

Q: Do you want schools to implement a curriculum that's already been developed?
A: We encourage groups to use existing curriculum if it will suit their needs. You may replicate a project done previously in another area to achieve your own specific results.

Q: Do you allocate funding according to geographical region?
A: No, however, we do want to have a broadly regional spread for the funds. In the past, this distribution has occurred naturally during the selection process.

Funding Questions:

Q: Can programs that have received funding in the past receive funding again?

A: Yes, if they are able to show how funding would be used to significantly improve or expand the program.

Q: Can for-profit organizations apply?

A: No.

Q: Are private individuals and private organizations eligible for funding?

A: No.

Q: Can I submit more than one proposal?

A: Yes, but each must be for an unrelated project. Each must not exceed the funding limit for that type of project. We recommend that the organization determine which project is the strongest and submit that proposal.

Q: If two partners want to work together, can both partners submit proposals if their work is different but it converges?

A: If two groups are submitting proposals for similar projects or projects within the same area, it *may* be beneficial to collaborate with each other to strengthen the proposal. This option should be carefully evaluated as you prepare your proposal. If you are competing directly with each other and have two similar projects in the same geographic area or audience, it may make sense to combine them into one proposal.

Q: Will the grant fund overhead and administrative costs? i.e. indirect costs, salaries, benefits etc.?

A: Yes, as long as they pertain to the grant project.

Q: Under what category would I put costs associated with putting this grant together? i.e. we might have a consulting service prepare and send out the proposal.

A: We do not allow payment for putting a proposal together.

Q: Are food and clothing eligible expenses?

A: No.

Q: Will the grant fund major pieces of equipment, such as computers, televisions, projectors, VCRs, boats or boat engines?

A: No, unless you can specifically state why the equipment is needed for the project.

Q: What types of equipment will the grant fund?

A: Equipment that will enhance or assist the project such as monitoring equipment, video tapes, etc.

Q: Can consultants be hired to do some work for the project?

A: Yes, you would contract with them.

Q: How would you place a monetary value on volunteers? Should that be included as an in-kind contribution?

A: Some volunteers may come with a professional expertise that they will donate to the project. Have them place a monetary value on their professional time and include that as an in-kind contribution. The time of other volunteers that will be helping to implement the project can also be included as in-kind. Estimate the amount of time that will be spent and the number of volunteers that will be used to determine that in-kind contribution. A generally accepted dollar value of such work is $8-$15/hour.

Content Questions:

Q: What evidence of liability insurance do I need to include?

A: Include a letter confirming your liability insurance and the carrier or submit a certificate from the carrier.

Q: My project includes monitoring activities. Do I need an approved Environmental Protection Agency Quality Assurance Project Plan?

A: Yes, visit the website at www.epa.gov/volunteer/qappcovr.htm You must have or be able to obtain an approved plan before receiving funding. You may contact the Environmental Protection Agency Volunteers Coordinators for additional assistance. In New York, contact Paula Zevin at (732) 321-4456 or in Connecticut, contact Diane Switzer at (617)918-8377.

Q: Do we need to include letters of support with our proposal packet?

A: No, only include what was specifically stated in the Request For Proposal. If you are working with a partner organization(s), provide documentation of their support.

Q: Can I submit resumes for the brief bio on each staff member?

A: No, the brief bio should be a paragraph on each staff member and be included in the narrative.

Q: Will you accept attachments to a proposal if it exceeds five pages?

A: The written description of your proposal should not exceed five pages. This does not include attachments to the proposal. The cover page, budget summary, map, and certificate of liability are considered attachments.

Proposal Submitting Questions:

Q: Will you accept amendments to my submitted proposal?

A: Amendments will not be accepted after the deadline, unless requested by the office.

Q: How many copies of my proposal do I need to mail?

A: Mail 1 original plus 10 copies, including all attachments.

Q: Does my proposal need to be to your office by the deadline or postmarked by that date?

A: **The complete proposal must be received by 4pm on the day of the deadline**. No postmarked copies or amendments will be accepted after the deadline. All late proposals will be returned to the applicant.

Q: Can I hand deliver my proposal?

A: Yes, but it must be delivered by 4pm to the New York Sea Grant Office by the deadline in the Request For Proposal. Proposals will not be accepted after 4pm. Directions to the office are included in the packet and on the website.

Q: Can proposals be delivered to Stamford?

A: No, proposals must be delivered or mailed to the office in Stony Brook.

Proposal Selection Questions:

Q: Once selected for funding, when can work commence?

A: As soon as the subcontract is signed by all parties.

Q: Can we conduct planning prior to the subcontract being signed?

A: You can do anything (as long as it falls within your identified schedule) prior to the subcontract being signed, but you can not be reimbursed until the subcontract is signed.

Q: When will decisions about the proposal be made?

A: We plan to announce the selected projects by October 31, 2003.

If your questions have not been answered here, please contact Kimberly Zimmer at (631) 632-9216 Fax: (631) 632-8216 or email at ksz1@cornell.edu

Proirities of the Long Island Sound Study Small Grants Program

To decrease **hypoxia** - Low dissolved oxygen caused by too much nitrogen loading into the Sound by wastewater treatment plants, septic systems or nonpoint sources.

To decrease **pathogens** - mircoorganisms that can cause illness in people exposed through bathing in, or consuming fish or shellfish from contaiminated waters.

To decrease **toxics** - organic and inorganic substances in the water and sediments that can cause adverse human and ecosystem health risks.

To decrease **marine debris** - floatable materials or litter in the water or along the shoreline usually from human actions.

To restore and protect **habitats** - the environments where diverse marine life live.

To improve **land use** planning and management to protect water quality and habitat.

LONG ISLAND SOUND STUDY
A Partnership To Restore and Protect The Sound